County of Lake

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Lake County

Stormwater Utility Fee

Credit Manual

For

Non-Residential Users

In Level 2 Communities:

Concord Township
Grand River
Kirtland
Madison Township
Mentor-on-the-Lake
Painesville Township
Perry
Timberlake

Revision: January 26, 2005

TABLE OF CONTENTS

Chapter
1

Stormwater Utility Fee Credit Manual

1.0 Background

1.1 Purpose

The Board of Lake County Commissioners has created a Stormwater Utility in order to provide stable and non-discriminatory funding for its stormwater management activities. Lake County provides stormwater related services to 13 member communities through its Stormwater Management Department. Member communities include:

Concord Township	Mentor-on-the-Lake	Wickliffe
Fairport Harbor	Painesville	Willoughby Hills
Grand River	Painesville Township	Willowick
Kirtland	Perry Village	
Madison Township	Timberlake	

The impact of individual properties on the stormwater management system is quantified based primarily on the amount of impervious area on a parcel of property. The baseline Stormwater Utility Fee (Fee) does not take into account the value provided by some property owners that independently implement and maintain Best Management Practices (BMPs) that offset, to some extent, the impact of their developed property on the components of the stormwater drainage system, both natural and man-made.

Using a Fee Credit process, the County may make an adjustment to the Utility Fee paid by any non-residential customer that provides value-added stormwater management services that support and complement the County's stormwater management goals.

This Stormwater Utility Fee Credit Manual ("Manual") describes the LCSMD Fee Credit Program. Award of Fee Credit is an administrative recognition of the value of a variety of significant stormwater management activities provided by non-residential customers.

Approved credit applications will result in the reduction of an applicant's Fee for as long as the approved activities continue and accomplish their intended purposes. The per-parcel adjusted Fee may not be reduced below the residential customer

Fee. This Manual establishes eligibility criteria and application procedures to determine the proportional amount of Fee Credit due to providers of these benefits.

This manual does not address any Credits or incentives for residential customers. At a future date, the LCSMD may undertake the creation of an Incentive Program for residential customers who implement significant stormwater management practices in support of the LCSMD's stormwater management goals. Additionally, the LCSMD may develop a grant or cost-sharing program to fund demonstration projects for low-impact development or conservation site design.

1.2 Stormwater Management Overview

As Lake County grows and the area of impervious surface increases, the ability of land to absorb rain and snow melt decreases and the volume of stormwater and the rate at which it discharges increases. Urban activities also increase the potential for surface and groundwater pollution. Because of this, the County must thoughtfully and intentionally manage stormwater to:

- Reduce the potential for property damage by providing adequate conveyance of stormwater through constructed and natural pipes and channels,
- Address resultant increases in the discharge rates and volumes of stormwater, and
- Reduce pollutant loading and protect the quality of our water resources through stormwater treatment and pollution prevention activities.

Every County resident, business, and visitor uses and benefits from County stormwater management activities that achieve these objectives.

On behalf of its member communities, the LCSMD prepared a Stormwater Management Plan ("Plan") in 2003 to address these three facets of stormwater management. The Plan specifically addresses the permit requirements of the Ohio's Phase II Stormwater Permit for Municipal Separate Storm Sewer Systems (MS4). The goal of the permit is to maintain and improve the chemical, biological, and physical health of the waters of the state. More information about this permit can be found on the LCSMD's stormwater web site (www.lakecountyohio.org/smd).

When the County adopted the funding mechanism for its stormwater management activities, the County took into account storm drainage system needs, NPDES MS4 permit requirements, and other relevant factors. Research has shown that the area of impervious surface on a property is directly related to the water quality, quantity, and conveyance impacts on the Stormwater Drainage System. Consequently, impervious surface is the most equitable factor to determine what an individual property owner's payment should be for the availability, use, benefit, and protection of the County's water resources.

Important stormwater management activities funded by the Fee include:

- Planning and regulation development
- Regulation enforcement
- Response to citizen inquiries, violations reports, and complaints
- Education about pollution prevention techniques to improve stormwater quality
- Public participation opportunities
- Detection and elimination of illicit discharges to the stormwater system
- Storm sewer system mapping
- Grading and drainage plan review and approval
- Stormwater Pollution Prevention Plan review and approval
- Construction site inspection for proper erosion and sediment control
- Post-construction site inspection
- Water quality and quantity control structure construction
- Stabilization of highly erodible creeks and other drainage-ways
- Storm sewer, catch basin, and outfall inspection, maintenance, and replacement
- Street sweeping
- Materials management to reduce exposure to stormwater
- Record keeping and report preparation

All owners of developed property in LCSMD member communities are required by Resolution of the Lake County Board of Commissioners to pay Stormwater Utility fees that will be used to fund stormwater management activities.

1.3 Definitions

The following definitions are extracted from the Stormwater Rules and Regulations. Any changes to definitions adopted in future Stormwater Rules and Regulations amendments will take precedence over definitions cited in this Manual.

Credit - a conditional reduction in the amount of the Fee paid by an individual Non-Residential property owner based on the provision and continuation of an effectively maintained and operated Structural Best Management Practice or the provision of a Non-Structural Best Management Practice by a property owner, which system, facility, service, or activity reduces the LCSMD's cost of providing stormwater management services or System components according to the provisions of this Credit Manual.

Developed - real property that has been altered from its natural state by the addition to or construction of impervious area on all or part thereof.

Impervious Area - a that is compacted or covered with material that is resistant to the infiltration of water, including but not limited to, most conventionally surfaced streets, roofs, sidewalks, patios, driveways, parking lots, and any other oiled, graveled, graded, compacted, or other surface which impedes the natural infiltration of stormwater.

LCSMD – Lake County Stormwater Management Department

Non-Residential Property - all property other than un-developed parcels and Residential parcels, including their commonly owned areas.

Non-structural Best Management Practice means a practice, technique, or measure to reduce the volume, peak flow rate, or pollutants in stormwater that does not require the design or installation of fixed stormwater management facilities

Property Owner - any partnership, corporation or any person who alone or jointly and severally with others, either as tenants in common or otherwise has:

a. Legal title to any real property or building, with or without accompanying actual possession thereof; or
b. Has charge, care or control of any building as owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the owner.

Any such partnership, corporation or person representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as if they were the owner.

Residential Development means an area created to house people, including the residential dwellings as well as all attendant portions of the development including lawns, driveways, sidewalks, garages, and access streets. Residential development includes single family, multi-family, apartments, and trailer parks.

Site – For the purposes of this Manual, a Site may be a single parcel or a combination of contiguous and adjacent parcels that are hydrologically connected. In the case of multi-parcel Sites, Fee Credits will be proportionally allocated to each affected parcel.

Storm Sewer System or Stormwater Management Facilities - a system of storm and surface water management facilities including, but not limited to: drains, inlets, catch basins, storm sewers, manholes, outfalls, channels, ditches, drainage easements, retention and detention basins and ponds, infiltration facilities, or any other constructed or natural features utilized to convey and/or treat surface water, stormwater or snowmelt.

Stormwater Utility Fee ("Fee") - the Fee levied on developed Residential and Non-Residential parcels pursuant to the creation of the Stormwater Utility so as to assist in implementing the LCSMD Stormwater Management Program.

Stormwater Management Program ("Program") - synonymous with "Stormwater Pollution Prevention Program" ("Program") and means the assemblage of NPDES Phase II MS4 permit requirements and any additional planning, design, construction, inspection, regulation, improvement, operation, maintenance, and replacement of the System and the implementation of activities related to the management of stormwater, such as, but not limited to: stormwater education and public participation, water quality protection, drainage, grading and erosion control, pollution prevention, and illicit discharge detection and elimination. The Program incorporates the LCSMD Stormwater Management Plan by reference.

Structural Best Management Practices ("BMPs") - structural improvements that help reduce the quantity (rates and/or volumes) and improve the quality of stormwater runoff.

Undisturbed / Undeveloped property - real property that has not been altered from its natural state by dredging, filling, removal of trees and vegetation or other activities which have disturbed or altered the topography or soils on the property.

Water - for the purposes of stormwater management, water means stormwater, surface water or snowmelt.

1.3 Utility Fee Structure

The Fee levied by LCSMD is based on the area of impervious surface on a parcel of land. The base unit is 3,050 sq. ft of impervious area. This value represents one (1) Equivalent Residential Unit (ERU).

All residential units are charged the base Fee of one (1) ERU. The base fee or one (1) ERU rate is $0.80/month for Level 1 communities and $2.50/month for Level 2 communities. Non-residential properties are charged a base Fee calculated by dividing the impervious surface on the subject property by the impervious surface in one ERU and multiplying the result by the base rate.

When calculating the impervious area for a non-residential property, the effective areas shown in Table 1 must be used.

Table 1. Impervious Effective Area Factors

Surface	Effective Area Factor
Roof	1.0
Asphalt	1.0
Concrete	1.0
Gravel	0.75

1.3 Utility Fee Calculation

To determine the example Fee, assume the parcel is located in a Level 2 community and has 30,500 square feet of impervious area, with 5,000 sq. ft of the impervious area being gravel. The baseline Fee calculation would be as follows:

$$\text{Fee} = \frac{(\text{impervious area in sq/ ft.}) \times (\text{effective area factor}) \times (\text{Rate})}{\text{ERU sq. ft.}}$$

$$\text{Fee} = \frac{(25{,}500)(1.0)(\$2.50/\text{ERU/month}) + (5{,}000)(0.75)(\$2.50)}{3{,}050 \text{ sq. ft. (ERU)}} = \$23.98/\text{month}$$

This represents a Utility Fee of $287.70 annually.

Chapter
2

Stormwater Utility Fee Credit Manual

2.0 Credit Structure Overview

2.1 Restrictions

a. No public or private property shall receive Credit to offset Fees for any condition or activity unrelated to the LCSMD's cost of providing stormwater management services.
b. No Credit will be applied to any parcel that reduces the Fee to an amount less than one Equivalent Residential Unit Fee.
c. Credits will not apply to Stormwater Pollution Prevention Plan (SWP^3) Review and Inspection fees attributable to new development or redevelopment projects.
d. Credits will not be given for drainage easements.
e. Credits outlined in this Manual will be given for Level 2 non-residential parcels only.
f. Credit shall only be given for that portion of the Utility Fee paid by the property owner.

2.2 Terms

a. Credits will only be applied if requirements outlined in this Manual are met, including, but not limited to: on-going maintenance, guaranteed right-of-entry for inspections, and submittal of annual reports.
b. Credits will be defined as percent (%) reductions applied as a Credit adjustment to the Fee calculation equation.
c. Credits are additive for each Credit category described in Sections 2.3 – 2.9, to a maximum of 30% of the Utility Fee.
d. As long as the BMPs are functioning as approved (as demonstrated by annual reports and LCSMD inspections), the Credit reduction will be applied to the Fee. If the approved practice is not functioning as approved or is terminated, the Credit reduction will be canceled and the Fee will return to the baseline calculation. Once the Credit reduction has been canceled, a customer may not reapply for Credit for a period of 12 months and only if the deficiency has been corrected, as determined by LCSMD inspection. (See Section 5 for more details.)

e. Credits will be applied retroactively for the first year of the program, and the next billing cycle for the applications received after that.
f. Credits are valid for the first LCSMD NPDES permit term only (expires December 31, 2007). Each credit must be reviewed and approved for any additional permit terms.
g. Credit application preparation may require the assistance of a licensed Professional Engineer. Additional credits will be available in each category during the first year the credit is applied for. Applicants must provide documentation verifying these expenses. The Professional Assistance Credit shall not exceed the maximum value in each category.

2.3 Education Credit

Those schools, public or private, wishing to receive Fee Credit for educating students and employees in the area of water quality awareness and protection must agree to the following minimum standards:

a. Devote two hours per half (four hours annually) to educating one grade level of students (or split between two grade levels) about water quality awareness and protection. Educational institutions will be required to submit programs or agendas to LCSMD for environmental education sessions that will include information concerning number of attendees, time(s), place(s), and topic(s) covered during each session. LCSMD will assist with providing materials for the education program. Pre- and post-session surveys are required. Topics must rotate on at least an annual basis, or become part of the curriculum for the same grade level each year.
b. Devote fifteen minutes per quarter (or an hour annually) to educating employees about water quality awareness and protection. Additionally, provide basic stormwater management information to new employees. Topics must rotate on at least an annual basis.
c. Post stormwater and water quality-specific educational information obtained from LCSMD, Ohio Environmental Protection Agency, the US Environmental Protection Agency, the Lake County Soil and Water Conservation District, Lake County General Health District, Chagrin River Watershed Partners, Inc., the Ohio State University Extension Service, or from any other reputable educational resource center student and employee frequented areas. Information posted must be clearly visible. Topics must rotate on at least an annual basis. Provide copies of posted materials to LCSMD.
d. Distribute stormwater and water quality-specific literature obtained from LCSMD, Ohio Environmental Protection Agency, the US Environmental Protection Agency, the Lake County Soil and Water Conservation District, Lake County General Health District, Chagrin River Watershed Partners, Inc., the Ohio State University Extension Service, or any other reputable

educational resource center to target students and all employees on a annual basis and provide copies to LCSMD with the annual self-report. Topics must rotate on at least an annual basis.

Maximum Credit for this category is 15%.

2.4 NPDES Industrial Stormwater Permit Credit

The Ohio Environmental Protection Agency, on behalf of the USEPA, requires certain types of industry to obtain and comply with an NPDES Industrial Stormwater Permit to manage and monitor stormwater runoff from industrial sites. When an NPDES Stormwater Permit issued to a nonresidential customer requires the specified industry to conduct water quality monitoring, they may be eligible for a maximum 5% Credit if:

a. Water quality testing results are consistently meet their permit required discharge limits during each sampling event,
b. Copies of the water quality test results are provided to the LCSMD upon request, and
c. Industry is in compliance with all permit requirements.

In order to be considered for a Credit to be applied to a permitee's site, these customers must submit documentation showing how the permitted discharges are providing a positive impact and how that complements the LCSMD's stormwater management system goals. At a minimum, water quality results, discharge volumes, rates, and frequency must be provided. The amount of Credit will be determined on a case-by-case basis.

Maximum Credit for this category is 15%.

2.5 Other Non-Structural BMP Credit

Non-residential customers seeking a credit may request unique opportunities or approaches to improving water quality. For instance, a non-residential customer may also be an NPDES MS4 permitee that must implement a Stormwater Management Plan for its facility. Another example might be a retail outlet that provides "Park and Ride" space to encourage use of the transit system, thereby minimizing the growth of impervious area by reducing the need for additional parking lots and travel lanes on roadways. The LCSMD will review and evaluate these types of unique requests on a case-by-case basis to determine the Credit value for a site to which the BMP is being applied.

Maximum Credit for this category is 5%.

2.6 Stormwater Quality Control Structural BMP Credit

When BMPs listed in Table 2 improve water quality, they will be eligible for a Fee Credit up to 15% if flows generated on-site are directed through the BMP in accordance with the equation presented in Appendix A based on the water quality volume (WQ_v). This Credit will be based upon hydrologic data, water quality data, design specifications, and other pertinent data supplied by qualified, licensed professionals on behalf of property owners. Credits for on-site stormwater facilities shall be generally proportional to the benefit that such systems have on complementing or enhancing the water quality benefit to the LCSMD's stormwater management system. In order to receive Credit reduction as applied to the Fee calculation equation, property access, adequate and routine facility maintenance, and annual reporting must be provided by the property owner to the LCSMD to verify that the BMP structure is providing its intended benefit. The actual percentage received will be determined through an evaluation of the system benefits provided at the time stormwater leaves the customer's property. BMPs may provide a single benefit or a combination of benefits, in which case credits will be additive.

The OEPA has identified structural BMPs that have proven effective in removing pollutants to improve the quality of stormwater runoff. The most common structural BMPs approved for use to improve water quality are listed in Table 2, below. All stormwater BMP structural controls must be designed in accordance with criteria as outlined in the latest edition of Ohio Rainwater and Land Development, Ohio's Standard for Stormwater Management, Land Development and Urban Stream Protection Manual, or equivalent manual as approved by LCSMD, and as indicated in the OEPA General Construction Permit No. OHC000002. Any other water quality structural control system will be considered on a case-by-case basis. Plans and design calculations are required for consideration of Credits for all water quality protection control systems, including those listed in Table 2. A qualified, licensed professional engineer shall prepare these plans and design calculations and shall include an estimate of percent pollutant removal capabilities along with a schematic design of the proposed system. Innovative solutions addressing stormwater quality treatment are welcomed. As technologies emerge and are approved by the OEPA or other reputable regulatory agency, they will also be considered for credit.

Table 2: Common Water Quality Best Management Practices

Infiltration Trenches	Retention Basin	Bioretention
Infiltration Basin	Constructed Wetland	Vegetated Swale
Filter Strips	Media Filtration	

The percentage of Credit will be calculated using the equation shown in the Credit application (see Appendix A), with a maximum Credit of 15%. The property owner must complete and submit data that quantifies and demonstrates the achievement of water quality goals. This documentation must be prepared by a qualified, licensed

professional engineer and be accompanied by testing, modeling, design, and/or construction data that substantiates the WQ_v treatment being claimed.

Maximum Credit for this category is 15%.

2.7 Stormwater Run-off Rate Reduction Structural BMP Credit

When BMPs listed in Table 2 reduce post-development run-off rate so that they are equal to or less than the pre-development rate, they will be eligible for a Fee Credit up to 15% if flows generated on-site are directed through the BMP, according to the equation presented in Appendix A. Run-off rate analysis is to be based on the volume generated from a 0.75-inch rainfall.

Credits for run-off rate reduction BMPs will be based upon hydrologic data, design specifications, and other pertinent data supplied by qualified, licensed professional engineers on behalf of property owners. Credits for on-site stormwater facilities shall be generally proportional to the benefit that such systems have on complementing or enhancing the water quantity benefit to the LCSMD's stormwater management system. Property access, adequate and routine facility maintenance, and annual reporting must be provided by the property owner to the LCSMD to verify that the BMP structure is providing its intended benefit in order to receive Credit reduction as applied to the Fee calculation equation.

Maximum Credit for this category is 15%.

2.8 Stormwater Volume Control Credit

Stormwater volume control can be achieved through infiltration by two primary mechanisms:

a. Careful installation of approved structural BMPs per LCSMD Rules and Regulations (ex. infiltration trenches), or
b. Preservation of significant vegetated open spaces.

If flows generated on-site are directed through a BMP or are controlled with on-site vegetated open spaces, then a site is eligible for up to 15% volume control Credit using the equations presented in Appendix A and based on the volume generated from. Credits for stormwater volume controls will be based upon hydrologic data, water quantity data, design specifications, and other pertinent data supplied by qualified, licensed professional engineers on behalf of property owners.

On-site volume control credits awarded for structural BMPs shall be generally proportional to the benefit that such systems have on complementing or enhancing the water quantity benefit to the LCSMD's stormwater management system.

Property access, adequate and routine facility maintenance, and self-reporting must be provided by the property owner to the LCSMD to verify that the BMP structure is providing its intended benefit in order to receive Credit reduction. The percentage of Credit received will be determined through an evaluation of the system benefits provided at the time stormwater leaves the customer's property. The percentage of Credit will be calculated according to the % of total drainage flow that does not leave the property boundary, based on a 0.75-inch rainfall. The discharge location, volume reduction, and down gradient impact must be described. The Credit will be based on the equation presented in Appendix A.

Non-residential customers having parcels with a parcel-specific impervious area percentage < 25% that preserve vegetated open spaces (above and beyond existing landscape requirements to meet zoning regulations) and that allow for stormwater infiltration are eligible for a volume control credit based on the equation presented in Appendix A.

Structural infiltration BMPs designed to prevent degradation of wetlands are not eligible for credit.

Maximum Credit for this category is 15%.

2.9 Integrated Non-Structural BMP Program Credit

Credits may be issued for a Site with ongoing implementation of an integrated suite of non-structural BMPs that will help the LCSMD meet its permit objectives. To receive a 15% Credit adjustment as applied to the Fee calculation equation, documentation must be provided to verify that the four mandatory BMPs and two of the 5 remaining BMP requirements have been met. The following BMPs are included in the Integrated Non-Structural BMP credit program category:

Mandatory:
BMP 1: Educational Program
BMP 2: Paved Area Sweeping Program
BMP 3: Landscaping for Run-Off Rate Control and Water Quality
BMP 4: Sanitary Sewer/Storm Sewer Cross-Connection Inventory

Discretionary (3 of 6 must be implemented)
BMP 5: On-Site Refuse Control Program
BMP 6: Motor Oil Recycling Program
BMP 7: On-Site Stormwater System Maintenance and Cleaning Program
BMP 8: Storm Drain Stenciling Program
BMP 9: Designated Vehicle Washing Area

Upon receipt of a completed stormwater Credit application, application approval, and satisfactory on-site inspection (at the discretion of the LCSMD) to insure that all

criteria are being met, Credit will be applied. All requests will be reviewed on an individual basis with findings of the review transmitted back to the customer within sixty (60) days of receipt of a completed application.

2.9.1 Educational Program

Non-residential customers who wish to receive Fee Credit for educating employees in the area of water quality awareness and protection must agree to the following minimum standards:

a. Devote fifteen minutes per quarter (or an hour annually) to educating employees about water quality awareness and protection. Additionally, provide basic stormwater management information to new employees. Organizations will be required to submit programs or agendas to LCSMD for environmental education sessions that will include information concerning number of attendees, time(s), place(s), and topic(s) covered during each session. Pre- and post-session surveys are required. Topics must rotate on at least an annual basis.
b. Post stormwater and water quality-specific educational information obtained from LCSMD, Ohio Environmental Protection Agency, the US Environmental Protection Agency, the Lake County Soil and Water Conservation District, Lake County General Health District, Chagrin River Watershed Partners, Inc., the Ohio State University Extension Service, or from any other reputable educational resource center in employee frequented areas. Information posted must be clearly visible. Information topics must rotate on at least an annual basis. Copies of posted materials must be provided to LCSMD.
c. Distribute stormwater and water quality-specific literature obtained from LCSMD, Ohio Environmental Protection Agency, the US Environmental Protection Agency, the Lake County Soil and Water Conservation District, Lake County General Health District, Chagrin River Watershed Partners, Inc., the Ohio State University Extension Service, or any other reputable educational resource center to all employees on a quarterly basis and provide copies to LCSMD with the annual report. Literature topics must rotate on at least an annual basis.

Non-residential customers who wish to receive Fee Credit for educating their Lake County regional customer base in the area of water quality awareness and protection must agree to meet the following minimum standards:

a. Disseminate stormwater and water quality-specific information obtained from LCSMD, Ohio Environmental Protection Agency, the US Environmental Protection Agency, the Lake County Soil

and Water Conservation District, Lake County General Health District, Chagrin River Watershed Partners, Inc., the Ohio State University Extension Service, or any other reputable educational resource center to customers on a quarterly basis using high traffic area kiosks, advertised special events, customer mailings, product label advertisements, public service announcements, ads, educational curricula, or other mass distribution techniques. Information topics must rotate on at least an annual basis. Copies of disseminated materials must be provided to LCSMD along with estimates of the number of customers reached in each annual self-report.

2.9.2 Paved Area Sweeping Program

In order to receive Credit for the Paved Area Sweeping Program, the following minimum criteria must be satisfied:

a. Submit a detailed paved area sweeping plan to include definition of areas to be swept, frequency of sweeping (a minimum of twice per month from April through October), debris disposal method, and type of sweeper used.
b. Provide documentation of plan implementation, such as copies of paid invoices or employee timesheets. If unavailable, an officer of the company can prepare and sign a certification of work accomplished.

2.9.3 Landscaping for Run-off Rate Control and Water Quality Program

In order to receive Credit for the Landscaping for Run-Off Rate Control and Water Quality Program, the following minimum criteria must be satisfied:

a. Develop a landscape maintenance plan for properties with landscaped areas, utilizing lawn and garden practices that reduce stormwater run-off rates and protect water quality, including, but not limited to, the following recommended practices:

    i. Use phosphorous free fertilizer.
    ii. Apply all yard and garden chemicals sparingly, using the correct rates and recommended times, and not before a rainstorm.
    iii. Direct sprinklers to vegetated areas and not overlap onto impervious surfaces.
    iv. Where turf is considered necessary, maintain it by mowing grass to a height of 2-3”. If necessary, seed in

the spring & fall, and aerate & de-thatch in the fall. Leave grass clippings on the lawn as a natural fertilizer.

v. Select hardy plants most suited to this climate and, where possible, reduce the amount of maintained turf and increase naturalized areas.
vi. Mulch flowerbeds, shrubs and trees to retain water on-site.
vii. Keep lawn & garden chemicals, garden debris, lawn clippings, and leaves off hard surfaces.
viii. Maintain a 15' to 25' filter strip of tall grass or plantings along water bodies, preferably native woody species.

If appropriate to site conditions, the following practice is also recommended:

ix. Plant rain gardens in depressions that otherwise have standing water or to receive roof run-off.

b. Provide a copy of the landscape management plan to LCSMD along with documentation of employee training for landscape management or landscape contracts that include the above provisions.

Non-residential customers that provide services above and beyond the basic Landscape Program described above may be eligible for additional Credit. The LCSMD will evaluate requests for additional Credit on a case-by-case basis.

2.9.4 Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program

In order to receive Credit for the Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program, the following minimum criteria must be satisfied:

a. Conduct a visual building and grounds survey to identify and inventory the locations of all sanitary and storm sewer connection points.
b. Provide building and site plans to LCSMD that document the locations of all sanitary sewer and storm sewer connection points and sanitary and storm sewer line locations on a parcel of property.
c. If instances are found where sanitary sewage plumbing is connected to a storm sewer, the cross connection must be eliminated within thirty (30) days of elimination plan approval.

2.9.5 On-Site Refuse Control Program

In order to receive Credit for the On-Site Refuse Control Program, the following minimum criteria must be satisfied:

a. Identify or develop the organization's on-site refuse control plan and submit a copy LCSMD.
b. Initiate and maintain a solid waste recycling program that meets Lake County's minimum recycling requirements.
c. Keep refuse containers covered to eliminate exposure to wind, rain, and snow, and place refuse containers in areas that do not drain to storm sewers.

2.9.6 Motor Oil Recycling Program

In order to receive Credit for the Generator's Motor Oil Recycling Program, the following minimum criteria must be satisfied:

a. Provide documentation to confirm disposal of used motor oil at used oil recycling sites (i.e., waste oil generated on-site by the property owner).
b. Display Lake County's current list of used oil recycling sites in clearly visible and publicly frequented locations. This is in addition to posting requirements in 2.9.1.

2.9.7 On-Site Stormwater System Maintenance and Cleaning Program

In order to receive Credit for the On-Site Stormwater System Maintenance and Cleaning Program, a detailed management plan for maintaining on-site (nonpublic right-of-way) stormwater structures must be submitted along with documentation that the planned activities were completed. At a minimum, the management plan must address the following structures, where applicable:

a. Rain gutters / downspouts – must be directed to vegetated areas and cleaned at least annually.
b. Catch basins – must be cleaned of litter, debris, and sediment at least once per year
c. Stormwater outfalls to private ditches, ravines, or creeks on private land must be cleaned at least once per year.

Debris collected from system maintenance activities must be disposed of in an approved location.

2.9.8 Storm Drain Stenciling Program

In order to receive Credit for the Storm Drain Stenciling Program, the following minimum criteria must be satisfied:

a. Post decals or stencil all storm drain inlets with information identifying that it drains to a local water resource. For example, "drains to river" or "drains to creek".
b. Provide LCSMD with number and location of storm drains on subject parcel.
c. Provide LCSMD with plan for maintaining stencils / decals.

2.9.9 Designated Vehicle Washing Area

In order to receive Credit for the Designated Vehicle Washing Area, the following minimum criteria must be satisfied:

a. Provide area for vehicles to be washed away from stormwater drains and water resources.
b. Use environmentally sensitive cleaning materials.
c. Post location of vehicle washing area.
d. Provide LCSMD with plan for location of vehicle washing area.

Maximum Credit for this category is 15%.

2.10 Sample Fee Recalculation

BMPs may provide a single benefit or a combination of benefits, in which case credits will be additive. The credit options have a maximum additive credit capacity of 30%. In cases where 30% Credit is achieved, the minimum per parcel Fee is the equivalent residential unit Fee. As an example of how a Fee Credit would be applied, imagine a parcel that receives the following Credits:

1. Integrated Non-Structural BMP Credit	8% (max 10%)
2. NPDES Industrial Stormwater Permit Credit	2% (max 5%)
3. Other Non-Structural BMP Credit	1% (max 5%)
4. Education Credit	0% (max 15%)
5. Stormwater Quality Control Structural BMP Credit	12% (max 15%)
6. Stormwater Run-Off Reduction Structural BMP Credit	10% (max 15%)
7. Stormwater Volume Control Credit	5% (max 15%)
OPTIONS 1-7 CREDIT SUBTOTAL 38% defaults to 30% (max)	

To determine the example Fee, assume the parcel has 30,500 square feet of impervious area. The baseline Fee calculation would be as follows:

$$\text{Fee} = \frac{(\text{impervious area in sq/ ft.}) \times (\text{Rate})}{\text{ERU sq. ft.}}$$

$$\text{Fee} = \frac{(30{,}500)(\$2.50/\text{ERU/month})}{3{,}050 \text{ sq. ft. (ERU)}} = \$25.00/\text{month}$$

Assuming documentation has been provided to prove that all the Program criteria described in the Manual have been and continue to be met, this example customer would receive a 30% Credit adjustment, changing the equation to:

$$\text{Fee} = \frac{(30{,}500)(\$2.50/\text{ERU/month})(1-.30)}{3{,}050 \text{ sq. ft. (ERU)}} = \$17.50/\text{month}$$

This is a savings of $7.50 per month, which represents an annual savings of $90.00 for each year the Program criteria are met.

Chapter
3

Stormwater Utility Fee Credit Manual

3.0 Application Procedures

A property owner seeking a Fee Credit must comply with the procedures outlined in this Manual and must submit a Fee Credit application (provided in Appendix A). All information necessary for the LCSMD Director to make a determination must be supplied as outlined in the Manual and the Credit application. Failure to comply with the procedures outlined in the Manual will result in a denial of the Credit application.

In cases requiring a hydrologic analysis, a qualified professional engineer registered in the State of Ohio must prepare and certify the documentation provided to verify the hydrologic benefit.

Chapter
4

Stormwater Utility Fee Credit Manual

4.0 Review Process and Credit Implementation

The LCSMD Director or designated agent will review Credit applications within sixty (60) days of receipt of a complete application that contains the information necessary for determination of the applicant's eligibility for a Credit. A determination of the Credit value will be mailed to the applicant and the tax bill will be adjusted accordingly for the following year.

Adjustments of Fees shall be made retroactive for the time period that the service was in place, but for no more than the previous year billing cycle (based on the date the complete Credit application is received by the LCSMD). Credit adjustments will not pre-date the January 1, 2004 implementation of the Fee.

Appeals of Credit decisions may be made to the Drainage Engineer by sending a formal written Request for Appeal of Stormwater Credit Determination. If the Drainage Engineer awards an alternate Credit determination, adjustments of Fees shall be made retroactive for the time period that the service was in place, but for no more than the previous year billing cycle (based on the date the complete Credit application is first received by the LCSMD).

Questions on the Credit policy may be directed to the LCSMD at (440) 350-2770.

Chapter
5

Stormwater Utility Fee Credit Manual

5.0 Enforcement Policy

The LCSMD reserves the right to review the application for accuracy and/or inspect and review documentation confirming the provision of the BMPs at any time. If, after its review or inspection, the LCSMD finds the application to be inaccurate or the projected level of service is not being provided or continued, the customer will be notified in writing and given 45 days to correct the deficiency. The property owner must provide written documentation to the LCSMD Director within 45 days of the original notice by the LCSMD that the BMP is being provided or continued as agreed in addition to such evidence as the LCSMD Director reasonably requires showing that the deficiency has been corrected. If, in the opinion of the LCSMD Director, the deficiency is not satisfactorily corrected, the Fee Credit attributable to the deficiency will be terminated on the following billing cycle and will remain in effect for a minimum of 12 months. Reapplication for Fee Credit will not be reviewed until the delinquent BMP has been adequately reinstated for three continuous months and evidence of the corrections has been provided with the reapplication.

Annual reports will be required every January 30th to document service provision for the preceding calendar year. If the reports are incomplete or are not submitted to the LCSMD by the required date, the property shall be considered to be in non-compliance with the Credit Program requirements. Non-compliant properties will lose the Credit benefit and the Fee Credit suspension will remain in effect for a minimum of 3 months and will not be reinstated until the complete annual report is received with documentation that the program is being implemented as intended.

Once the Credit reduction has been canceled, a customer may not reapply for that particular Credit for a period of 12 months and then only if the deficiency has been corrected, as determined by LCSMD inspection. It will be the responsibility of the customer to prove the stormwater management goals are met prior to the Credit being reissued.

All structural water quality control systems that are not listed in Table 2 *may* require, at the request of the LCSMD and at no cost to the LCSMD, periodic

certified laboratory water quality sampling and reporting to insure that water quality standards are being met.

APPENDIX A

Credit Application

Lake County Stormwater Management Department

Stormwater Credit Application
Level 2 Community

(Please Type or Print)

Check One:

☐ **This is the first application for Credit for this property.**

☐ **This is a reapplication for renewed Credit after a Credit suspension.**

If this is a first application, please address all questions and provide documentation that BMPs will be in place within 60 days of submitting this application. Existing BMPs will require proof of implementation, while new BMPs will require the submittal of implementation plans.

If this is a reapplication for renewed Credit after a Credit suspension, please complete Part 1 and provide all Options listed in Part II that were suspended. Evidence that the deficiency resulting in the Credit suspension was corrected for *at least three months prior to reapplication* must be attached to the reapplication.

PART I. GENERAL INFORMATION

1. Customer Contact Information:

   Name/Title _____

   Company _____

   Address _____

   _____

   Phone _____ E-mail _____

2. Property Parcel ID #(s): _____

3. Property Address/Description: _____

   _____

4. Authorized Representative (if applicable) Contact Information:

   Name/Title _____

   Address _____

   _____

   Phone _____ E-mail _____

NOTE: Please provide specific responses to the following questions, using additional pages if necessary, to provide a complete and comprehensive application.

PART II. INDIVIDUAL CREDIT OPPORTUNITIES

Option 1. Education Credit

1. Provide copies of programs or agendas for environmental education sessions. Include information on the number of attendees, time(s), place(s), and topics covered during each session.

2. Provide planned questions for pre and post education surveys.

3. Provide copies of educational materials used for employees on water quality awareness and protection.

4. Provide copies of water quality-specific educational materials that will be posted. Indicate where the material will be posted.

For Office Use Only

Option 1. Education Credit Awarded

_____%
(15% max)

_____
(date)

_____
(initials)

Option 2. NPDES Industrial Stormwater Permit Credit

1. Attach a copy of your NPDES Industrial Stormwater Permit.

2. Attach data that defines discharge volumes, rates, and frequency of discharges.

3. Describe how the permitted discharges are providing a positive impact and value that complements the LCSMD's stormwater management system goals and provide any supporting documentation.

For Office Use Only

Option 2. NPDES Industrial Stormwater Permit Credit Awarded

_____**%**
(15% max)

_____
(date)

_____
(initials)

Option 3. Other Non-Structural BMP Credit

1. Describe any additional non-structural approaches to improve water quality implemented by this customer, along with an assessment of its benefit to the LCSMD.

For Office Use Only

Option 3. Other Non-Structural BMP Credit Awarded

_____%
(5% max)

_____
(date)

_____
(initials)

Option 4. Stormwater Quality Control Structural BMP Credit Computation

1. Please attach the following items to show that the property meets the Fee Credit criteria. If applying for Credit for multiple BMPs, please attach additional required sheets.

   - Site Plan(s) showing:
     - Property location with parcel boundaries
     - Impervious areas (IA)
     - Description and location of BMP(s)
     - Topography and drainage boundaries for BMPs and their associated % discharges
     - Drainage discharge locations to off-site properties (natural and constructed)

   - BMP plans and design calculations
     - Total Site Area = _____ acres
     - Drainage Area (DA) to BMP = _____ acres
     - Runoff Coefficient = _____

   - Water Quality Volume (WQ_v) calculations
     The WQ_v shall be equivalent to the volume of runoff from a 0.75 inch rainfall and shall be determined according to one of the two following methods:

     - Through a site hydrologic study approved by LCSMD that uses continuous hydrologic and local long-term hourly precipitation records, or

     - Calculate using the following equation and tables:
       $WQ_v = C * P * A/12$
       Where:
       WQ_v = water quality volume in acre-feet
       C = runoff coefficient appropriate for storms less than 1 inch (table 1)
       P = 0.75 inch precipitation depth
       A = area draining into the BMP in acres

Table 1. Runoff Coefficients based on Land Use

Land Use	Runoff Coefficient
Industrial & Commercial	0.8
High Density Residential (>8 dwellings/acre)	0.5
Medium Density Residential (4 to 8 dwellings/acre)	0.4
Low Density Residential (<4 dwellings/acres)	0.3
Open Space and Recreational Areas	0.2

Where land use will be mixed, the runoff coefficient should be calculated using a weighted average.

2. For the flow draining to this BMP, calculate the Credit using the following equation:

Credit = (% Total WQ_v to BMP/100) X (0.15 Max Water Quality Credit),

---

For Office Use Only

Option 4. Stormwater Quality Control Credit Structural BMP Awarded

_____**%**
(max 15%)

_____
(date)

_____
(initials)

Option 5. Stormwater Run-Off Rate Reduction Structural BMP Credit Computation

1. Please attach the following items to show that the property meets the Fee Credit criteria. If applying for Credit for multiple BMPs, please attach additional required sheets.

   - Site Plan(s) showing:
     - Property location with parcel boundaries
     - Impervious areas (IA)
     - Description and location of BMP(s)
     - Topography and drainage boundaries for BMPs and their associated % discharges
     - Drainage discharge locations to off-Site properties (natural and constructed)

   - BMP plans and design calculations
     - Total Site Area (TA) = _____ acres
     - Site Drainage Area (DA) to BMP = _____ acres
     - Percent Run-off to BMP = DA/ TA X 100 = _____%

2. For the flow generated on-site that is routed through this BMP, show your calculations for pre- and post-development run-off rates based on 10-year, 24-hour storm events and published average run-off coefficients for the land use applicable to this property. Any deviations from LCSMD-approved methods of calculations must be performed by a qualified professional engineer licensed in the State of Ohio and be presented in a format similar to that shown below.

   Pre-Development (Qpre) run-off for DA to BMP = _____cfs
   Post-Development (Qpost) run-off without BMP for DA to BMP = _____cfs
   Post-Development (Qpost) run-off with BMP for DA to BMP = _____cfs

   $$\%\ \text{Run-Off Rate Red. Calc.} = \frac{(\text{Qpost without BMP} - \text{Qpost with BMP}) \times \%\ \text{run-off through BMP}}{\text{Qpost without BMP} - \text{Qpre}}$$

   % Reduction = _____%

   $$\text{Run-off Control Credit} = \frac{\%\ \text{Reduction} \times \text{DA to BMP} \times 0.1}{\text{TA}} = \_\_\_\_\_\%$$

Option 5. Stormwater Run-off Rate Reduction Structural BMP Credit Awarded

_____%
(max 15%)

_____
(date)

_____
(initials)

Option 6. Stormwater Volume Control Credit Computation

1. Please attach the following items to show that the property meets the Fee Credit criteria. If applying for Credit for multiple BMPs, please attach additional required sheets.

   - Site Plan(s) showing:
     - Property location with parcel boundaries
     - Impervious areas (IA)
     - Description and location of BMP(s)
     - Topography and drainage boundaries for BMPs or open spaces and their associated % discharges
     - Drainage discharge locations to off-Site properties (natural and constructed)

   - BMP plans and design calculations
     - Total Site Area = _____ acres
     - Drainage Area (DA) to BMP = _____ acres

2. For the flow generated on-site that is routed through this BMP or open space preservation area, calculate the Fee Credit using the following equations. **NOTE: In calculating a structural BMP or open space preservation Credit under this section, the applicant may not use the same area of the parcel for calculating both Credits.**

A. Structural BMPs

i.) Summarize the key points of the site sensitivity analysis to describe potential down gradient impacts to surface or ground water from drainage captured on-site.

ii.) Calculate credit: **= (% Total Drainage Flow Captured By BMP) X (0.15)**

Structural Credit = _____%

B. Preservation of significant vegetated open spaces.

Parcel ID #	Parcel Size (acres)	% IA	Is the %IA < 25%? (circle one)	Credit Calculation = (100% - IA%) x (0.15)
			Yes or No	
			Yes or No	
			Yes or No	
			Yes or No	

Preservation Credit = _____%

For Office Use Only

Option 6. Stormwater Volume Control Credit Awarded

Structural Credit and/or Preservation Credit = _____**%**
(max 15%)

_____
(date)

_____
(initials)

Option 7. Integrated Non-Structural BMP Program Credit

Please refer to Section 2.3 in the Credit Manual and provide the necessary background information and documentation to prove that the following programs are in place and functioning on a continuing basis. Documentation may include such things as contracts, invoices, operating procedures, plans, maps, etc. All of the following criteria must be met to receive the 10% Fee Credit for this category. If any of the criteria listed below do not pertain to your non-residential property, please write "does not apply" followed by a description explaining the exception. If a representative other than the one identified under Part I is overseeing this component of the credit program, please provide the following information:

Name/Title, Address, Phone #, and e-mail address of the person responsible for coordinating non-structural BMPs, along with the time of day the person may be reached:

_____

_____

_____

_____

(BMP 1) Educational Program

1. Describe the audience(s) that will receive the water quality information, how the information will be selected and disseminated.

2. Describe where stormwater and water quality-specific educational information will be posted (provide picture if possible).

(BMP 2) Paved Area Sweeping Program

1. Provide a site plan that identifies the paved area being swept, define the frequency (days and times) of paved area sweeping, and describe the type of equipment used to complete the sweeping.

2. If using a contracted firm to conduct sweeping, please indicate the contract information (company name, address, contact person, telephone number, contract number, contract length, and contract expiration date).

(BMP 3) Landscaping for Run-Off Rate Control and Water Quality

1. Provide a copy of a landscape maintenance plan that identifies what lawn and garden practices are utilized to reduce stormwater run-off rates and protect water quality, using the practices recommended in the Credit Manual as a baseline.

2. Describe the employee landscape management training plan or provide contract and contact information for firms contracted to complete landscape maintenance using the provisions in the landscape maintenance plan.

(BMP 4 Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program

1. Using a site plan, identify the locations of all sanitary and storm sewer connection points and sanitary and storm sewer line locations on the property.

2. If instances are found where sanitary sewage plumbing is connected to a storm sewer, identify what steps were taken to eliminate the cross connection and the date the work was completed.

(BMP 5) On-Site Refuse Control Program

1. Identify where solid waste disposal and recycling information will be posted.

2. Describe your on-site recycling program (number of collection site, types and volumes of materials recycled each year, collection frequency, recycling destination, etc.)

3. Describe how outdoor solid waste and recycling containers are protected from exposure to wind, rain, and snow and connection to storm sewers.

4. Describe your refuse control plan.

(BMP 6) Motor Oil Recycling Program

1. Is used motor oil reprocessed on-site? Yes [ ] No [ ]

2. If it is not reprocessed on-site, identify the name of the company that collects and/or recycles your used motor oil. (Provide company name, address, contact person, telephone number, contract number, contract length, and contract expiration date.)

3. Indicate the amount of used motor oil collected on-site each month.

4. Indicate where Lake County's current list of used oil recycling sites will be displayed.

(BMP 7) On-Site Stormwater System Maintenance and Cleaning Program

1. Using a site plan, identify the locations of stormwater management structures located on the property, but not in the public right-of-way.

2. Define the maintenance and cleaning schedule for each of the on-Site stormwater structures:
    - Rain gutters:
    - Catch basins:
    - Curbs and gutters:
    - Outfalls:
    - Other structures (describe):

(BMP 8) Storm Drain Stenciling Program

1. Provide a copy of the decal or stencil that will be used to mark storm drains.
2. Provide a plan showing location and number of storm drains to be labeled.
3. Provide a copy of storm drain stencil maintenance plan that identifies annual inspections and maintenance for decals/stencils.

(BMP 9) Designated Vehicle Washing Area

1. Provide a plan showing the location of the proposed vehicle washing area. Plan must indicate site topography and show any existing storm drains and water courses.

BMP Selected:

BMP	Description	YES	**NO**
1	**Educational Program**		
2	**Paved Area Sweeping Program**		
3	**Landscaping for Run-Off Rate Control and Water Quality Program**		
4	**Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program**		
5	**On-Site Refuse Control Program**		
6	**Motor Oil Recycling Program**		
7	**On-Site Stormwater System Maintenance and Cleaning Program**		
8	**Storm Drain Stenciling Program**		
9	Designated Vehicle Washing Area		

Note: BMPs 1, 2, 3 and 4 are mandatory and 2 of the remaining 5 BMPs must be implemented to be eligible for Credit.

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Option 7. Integrated Non-Structural BMP Program Credit Awarded

_____**%**
(15% max)

_____
(date)

_____
(initials)

The application packet should consist of the completed application form and a copy of all necessary documentation, including the applicable site plans that will allow for a complete review of the site and existing stormwater management BMPs. Incomplete applications will not be processed.

Submit the application, plans, and calculations to:

Lake County Stormwater Management Department
ATTN: Director
550 Blackbrook Road
Painesville Township, OH 44077

Signature of Owner **Date**

____ ______________

Signature of Licensed Professional Engineer
Providing Hydrologic Evaluation **Date**

____ ______________

- -

Summary Credit Calculation **FOR OFFICE USE ONLY**

OPTIONS 1-7 (WITH MAXIMUM ADDITIVE CREDIT CAPACITY = 30%)

1. Education Credit _______ (max 15%)
2. NPDES Industrial Stormwater Permit Credit _______ (max 15%)
3. Other Non-Structural BMP Credit _______ (max 5%)
4. Stormwater Quality Control Structural BMP Credit _______ (max 15%)
5. Stormwater Run-Off Rate Reduction Structural BMP Credit _______ (max 15%)
6. Stormwater Volume Control Credit _______ (max 15%)
7. Integrated Non-Structural BMP Credit _______ (max 15%)

OPTIONS 1-7 CREDIT TOTAL _______ (max 30%)

Professional Credit = ________% (must supply appropriate invoices)

Fee Credit Adjustment Factor = 1 - (% credit/100) = _______
NOTE: The minimum per parcel Fee = Residential Fee

____
(date)

____
(initials)

APPENDIX B

Annual Report Forms

Lake County Stormwater Management Department

Stormwater Annual Report

(Please Type or Print)

Annual reports will be required every January 30th to document service provision for the preceding calendar year. If the reports are incomplete or are not submitted to the LCSMD by the required date, the property shall be considered to be in non-compliance with the Credit Program requirements. Non-compliant properties will lose the Credit benefit and the Fee Credit suspension will remain in effect for a minimum of 3 months and will not be reinstated until the complete annual report is received with documentation that the program is being implemented as intended.

PART I. GENERAL INFORMATION

1. Customer Contact Information:

   Name/Title _____

   School _____

   Address _____

   _____

   Phone _____ E-mail _____

2. Date _____

3. Property Parcel ID #(s): _____

4. Property Address/Description: _____

   _____

5. Authorized Representative (if applicable) Contact Information:

   Name/Title _____

   Address _____

   _____

   Phone _____ E-mail _____

PART II. CREDIT INFORMATION

Option 1. Education Credit

1. Provide information/lesson plan that illustrates how students were educated about water quality awareness and protection. Attach copies of any material used.

2. What grade level was given the above education program?

3. Provide dates and length of education program for the preceding year.

4. Provide copies of pre- and post-session surveys. Was there any significant increased level of understanding of water quality related issues by session participants?

5. Provide copies of information given to employees related to water quality awareness and protection.

6. Provide dates and length of education program for employees for the preceding year.

7. Were new employees provided basic information on stormwater management?

8. How many new employees were hired in preceding year?

9. How many locations were stormwater and water quality education information posted on your property? Attach copies of this material to this report.

10. Were these in clearly visible areas?

11. Is the information rotated on an annual basis?

12. Attach copies of any information provided to students and staff.

13. Do you have any additional comments?

Option 2. NPDES Industrial Stormwater Permit Credit

1. Attach a copy of the NPDES Industrial Stormwater Permit for facility.

2. Did the facility meet all permit requirements in the preceding year? List any compliance issues.

_____

_____

_____

3. Did water quality testing results consistently meet permit required discharge limits during each sampling event?

_____

_____

_____

Option 3. Other Non-Structural BMP Credit

1. Provide information on any unique non-structural BMP you have or plan to implement that improves water quality.

2. How will water quality be improved in Lake County by the implementation of this BMP?

Option 4. Stormwater Quality Control Structural BMP Credit

1. Attach a copy of structural BMP maintenance plan for facility.

2. List all maintenance performed on BMPs and dates work was completed.

_____

_____

_____

3. Provide information on who performed maintenance activities.

_____

_____

_____

Option 5. Stormwater Run-off Rate Reduction Structural BMP Credit

1. Attach a copy of runoff rate reduction BMP maintenance plan for facility.

2. List all maintenance performed on BMP and dates work was completed.

_____

_____

_____

3. Provide information on who performed maintenance activities.

_____

_____

_____

Option 6. Stormwater Volume Control Structural BMP Credit

Structural BMP Option

1. Attach a copy of structural BMP maintenance plan for facility.

2. List all maintenance performed on BMP and dates work was completed.

_____

_____

_____

3. Provide information on who performed maintenance activities.

_____

_____

_____

Preservation of Vegetated Areas Option

1. Has the amount of impervious surface (hard) on your property changed within the last year?

_____

_____

_____

2. If so, how much has been added?

_____

_____

_____

3. Please provide map showing change in hard surface area.

Option 7. Integrated Non-Structural BMP Program Credit

BMP 1: Educational Program (mandatory)

1. Provide topics, dates and lengths of your employees education program for the last year. Attach copies of any literature provided to employees.

2. Provide copies and locations of all educational material posted at your facility. Is the information clearly visible?

3. Provide copies of stormwater and water quality-specific literature distributed to all employees. Were these distributed quarterly?

BMP 2: Paved Area Sweeping Program (mandatory)

1. How many times were your paved areas swept in the last year?

2. Provide detailed information on the amount of debris collected during the paving program.

BMP 3: Landscaping for Run-off Rate Control and Water Quality

1. Explain how you followed and deviated from your landscape maintenance plan in the last year.

BMP 4: Sanitary Sewer / Storm Sewer Cross Connection Inventory

1. Has any work been completed on the sanitary sewer / storm sewer cross connection inventory this year? If so, please describible.

BMP 5: On-Site Refuse Control Program

1. Explain your facility's solid waste recycling program. Provide details on the amount of material recycled, if available.

2. Were all refuse containers covered to limit exposure to wind, rain, and snow? Were they placed in areas that do not drain to storm sewers?

BMP 6: Motor Oil Recycling Program

1. Provide documentation to confirm disposal of used motor oil at a used oil recycling site.

2. Where is the list of Lake County's used oil recycling site posted at your facility? Is it clearly visible?

BMP 7: On-Site Stormwater System Maintenance and Cleaning Program

1. Have you deviated from your stormwater maintenance and cleaning management plan in the last year? If so, please provide details.

2. Provide information on the dates various maintenance activities were preformed.

   Rain Gutters / downspouts: _____

   Catch basins: _____

   Stormwater outfalls to ditches, ravines, or creeks: _____

   Other: _____

3. Please provide information on the amount of debris collected from each structure.

   _____

   _____

   _____

BMP 8: Storm Drain Stenciling Program

1. Have any storm drains been added to your facility in the last year? If so, were decals or stencils posted at the drain?

   _____

   _____

   _____

2. What maintenance was performed on the decals / stencils in the last year?

   _____

   _____

   _____

BMP 9: Designated Vehicle Washing Area

1. Has the designated vehicle washing area for your facility moved in the last year? If so, please provide maps and / or a description of the new location.

2. Did you use environmentally sensitive cleaning materials for all vehicle washing?

PART III. REPORT PREPARATION

1. Contact Information for person completing report:

   Name/Title _____

   Address _____

   _____

   Phone _____ E-mail _____